

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF FINANCIAL ASSISTANCE**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number 08-03**

**Date:** June 10, 2008

**To:** All Eligible Jurisdictions and Interested Parties

**SUBJECT:** Revised Grantee Performance Report (GPR) Form

The California Department of Housing and Community Development (Department) is pleased to announce that the revised CDBG Grantee Performance Report (GPR) form is now available. This memorandum replaces Management Memorandum 04-07 issued in June 18, 2004.

The new form is required for all local jurisdictions to report on the accomplishments of any open CDBG contract from this date forward and until further notice. The new GPR form was developed to be user friendly and includes all required Performance Measurements required by Federal Register Notice 71 FR 4970 N 02. Any and all activities that are not formally closed will require a GPR. The form and instructions will be available at the Department's website at <http://www.hcd.ca.gov/fa/cdbg/>.

The Department requires an Annual GPR to be submitted no later than July 31<sup>st</sup> of each year, but will accept and encourages local jurisdictions to submit the form as soon as possible once year-end information is made available. This will assist the Department in compiling the necessary information for the Department of Housing and Urban Development (HUD). Failure to submit the Annual GPR may be a performance finding and could disqualify a jurisdiction from participating in a future allocation; therefore, it is critical to submit the reports in a timely manner. For jurisdictions that complete a contract during the year, a Final GPR report is required within 90 days of contract expiration.

Additional information about the GPR is available in the updated Chapter 10 of the Grant Management Manual that is available at the Department's web address noted above. Also, HUD's website has helpful Information available at the following address: [http://www.hud.gov/utilities/intercept.cfm?offices/cpd/systems/idis/library/refmanual/ref\\_man\\_8.pdf](http://www.hud.gov/utilities/intercept.cfm?offices/cpd/systems/idis/library/refmanual/ref_man_8.pdf).

Please contact the CDBG Program Representative assigned to your jurisdiction with any questions that you may have regarding the GPR report. A list of the CDBG Representatives can be found on the Department's website at <http://www.hcd.ca.gov/fa/cdbg/info.html> or by calling (916) 552-9398.